



NOTICE TO THE BAR

TRAINING FOR CASE MANAGEMENT AND ELECTRONIC CASE FILES SYSTEM (CM/ECF)

The United States Court of Appeals for the Third Circuit implemented the Electronic Case Files System on **December 15, 2008**. Attorneys are required to file documents electronically in accordance with Third Circuit Local Rules. Training classes are now scheduled only in Philadelphia, PA to facilitate mandatory electronic filing for attorneys. Training will be held on a quarterly basis, and the dates are as follows: March 10, 2010; June 9, 2010; September 8, 2010; and December 8, 2010.

Attorneys, who practice before the Court, and their support staff are strongly encouraged to attend an ECF training class. The course will include a general introduction to CM/ECF, group instruction on electronic filing, hands-on training, and practice with electronic filings. Attorneys and support staff may register by going to the Third Circuit internet website and entering the required registration information. After registration is completed, you will receive an e-mail confirmation for attendance. Please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class. Please note that seating is limited, and registration is on a first-come, first-serve basis.

ECF on-line training registration is located on the Third Circuit [CM/ECF webpage](#). You may also contact the ECF Helpdesk by calling (267) 299-4970 or by e-mailing ecf_helpdesk@ca3.uscourts.gov.

In addition to the quarterly training sessions, the [CM/ECF webpage](#) offers an on-line training database with test cases and sample events. The CM/ECF training manual, instructions, and other information will guide you through the filing process.

For the Court,

A handwritten signature in black ink that reads "Marcia M. Waldron".

Marcia M. Waldron, Clerk

January 21, 2010